

California State University
Northridge Career Center

Sample Cover Letter

I am pleased to apply for the Executive Trainee position at World Company, advertised on the Career Services Manager at California State University, Northridge.

Your position requires skills in both business management and customer relations. As my resume indicates, I have significant experience in both areas. My previous jobs involved management responsibilities as well as working effectively with customers and clients.

My experience and coursework in Apparel Design and Merchandising have stimulated my interest in a career in retailing. I enjoy the retail environment, especially interacting with customers and providing quality service. I approach work with a positive, enthusiastic attitude. I am goal-oriented and able to get results. I am confident that I can make a contribution to World Company, a leader and pioneer in American retailing.

I look forward to speaking with you about this opportunity and will call you this week to schedule an interview. Thank you for your consideration.

Sincerely,
Gena Jobseeker
12345 Via Futuro Valencia, CA 91355
(805) 123-4567
gjbsk@vax.csun.edu

Enclosure: Resume